



Every output traced from source to sign-off

This is the record that makes the team's work auditable. For the eight Commercial Control Kit outputs prepared in Week 12, it traces each one from its source documents, through the preparer check, to the named reviewer's decision. Sixteen gate events and 34 indexed source documents sit behind the eight outputs.

CLIENT	PACK	PERIOD
Greystone FM Group	Commercial Control Kit™	Week 12 · w/c 15 June 2026
PREPARED BY	REFERENCE	STATUS
S. Okoro, Skills Lead	BT0-GFM-AUD-012	● Traceable

Illustrative example: fictional project and parties.

8	16	34	4
Outputs covered this week	Review gate events logged	Source documents indexed	Assumptions flagged for review

01

THE CYCLE

One week, recorded end to end

The Week 12 Commercial Control Kit cycle produced 8 outputs against 16 gate events: 5 approved, 2 pending and 1 returned. Every step is timestamped and attributed, from records filed on Monday to the reviewer's decisions the following Monday. Source traceability is complete for every item.

WHEN	EVENT	ACTOR
Mon 15 Jun 08:00	Source records filed, 12 files across 4 contracts	Contract managers
Mon 15 Jun 09:15	Required-input check complete, all files readable	CCK skill
Tue 16 Jun 10:00	Skills run on the Week 12 records	M. Patel
Wed 17 Jun 16:00	Preparer check, 8 drafts checked and passed	S. Okoro
Fri 19 Jun 14:00	Weekly summary issued, 8 items listed	S. Okoro
Mon 22 Jun	Reviewer decisions, 5 approved, 2 pending, 1 returned	K. Rhodes

02

OUTPUT TRAILS

The eight outputs, with their trails

Each output carries its source documents, preparer check, reviewer decision and version. This is the evidence an auditor or an adjudicator would ask for, held against the item rather than reconstructed after the fact.

REF	OUTPUT	CONTRACT	SOURCES	DECISION
W12-01	Variation narrative VAR-031	Meridian NHS Trust	5	Approved
W12-02	Variation narrative VAR-032	Westbridge Retail Park	4	Approved
W12-03	Variation narrative VAR-033	Ashford DC	4	Pending
W12-04/05	Change event log updates	Portfolio and Meridian	8	Approved
W12-06/07	Notice tracker updates	Portfolio and Riverside FM	5	Split, 07 pending
W12-08	Evidence bundle VAR-028	Langton Civic Centre	6 of 7	Returned

THE ONE RETURNED ITEM

W12-08, the VAR-028 evidence bundle for Langton Civic Centre, was returned by K. Rhodes: 6 of 7 required documents were present, missing only the site diary extract for 12 May 2026. It was requested from the Langton site team and expected on 22 June, then reissued.

03

ASSURANCE

Assumptions and compliance

Four assumptions were flagged while the skills prepared these outputs, logged for the competent reviewer to validate before approval. If any is invalid, the affected output is returned for rework with corrected instructions.

REF	ASSUMPTION	OUTPUT	RISK
AS-041	Electrical isolation carried out under a valid permit to work	VAR-031	Medium
AS-042	Water ingress at Westbridge is a reactive event, not a latent defect	VAR-032	Medium
AS-043	Emergency procurement email is a valid instruction under the contract	VAR-033	High
AS-044	Notice CN-2026-044 was served within the contractual period	W12-07	Medium

Compliance for the cycle is confirmed on every control, each held with the evidence behind it.

CONTROL	EVIDENCE THIS CYCLE	STATUS
Records filed via approved channels	12 files across 4 contracts, Mon 15 Jun 08:00	Confirmed
Required-input check before each run	All files readable, checked 09:15 Mon	Confirmed
Drafts checked before approval	8 of 8 preparer-checked, Wed 17 Jun 16:00	Confirmed
Summary issued and filed by Friday 14:00	Weekly summary issued Fri 19 Jun 14:00	Confirmed
Source documents indexed	34 documents behind the 8 outputs	Confirmed
Assumptions logged for review	4 logged, AS-041 to AS-044	Confirmed
Named users in the agreed environment	All 16 gate events attributed to named Greystone users	Confirmed
Access control	Role-based access, no unauthorised access in the period	Confirmed

REVIEWER ACTION

Assumptions AS-041 to AS-044 are for the Commercial Director, K. Rhodes, to validate before approval. With the Weekly Delivery Summary, this index is the complete governance record for the period, filed in the Week 12 governance folder.

Reference BTO-GFM-AUD-012 **Period** Week 12, Commercial Control Kit
Next New Use-Case Assessment